



*Montana Department of Transportation  
PO Box 201001  
Helena, MT 59620-1001*

**Memorandum**

To: District Construction Engineers

From: Mark A. Wissinger, PE  
Construction Engineer

Date: December 31, 2001

Subject: Construction Non-Uniformity Complaint Form

Please find the attached Construction Non-Uniformity Complaint Form. Copies of this form can be found on the Construction Bureau's Web Page and located under: Forms/Construction/Non-Uniformity Complaint Form.

This form's intent is to address non-uniformity issues and improve statewide uniformity and contract administration. This form is to be given to any person complaining of a non-uniformity issue with MDT construction contracts. It will be that person's responsibility to completely fill out the form and sign it. If it is not signed it will not be processed. The completed form is to be submitted to the Construction Engineer in the Construction Bureau by the person filing the complaint. The address is on the form.

If you have any questions or require additional information, please contact me.

MAW/PGJ/pgj

CC: DAs  
Kent Barnes, PE  
Joel Marshik, PE  
Ken Neumiller  
Jim Walther, PE

Construction Reviewers  
Ted Burch, FHWA  
Mark Zitka, FHWA



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## Construction Non-Uniformity Complaint Form

**This form must be filled out in its entirety and signed to be treated as a complaint.**

1. Explain the situation of non-uniformity in detail.
  
  
  
  
  
  
  
  
  
  
2. Was this a non-uniformity in contract administration, interpretation, testing procedure, etc?
  
  
  
  
  
  
  
  
  
  
3. Describe the specification or situation and how it was applied non-uniformly.  
Describe the project, location, and times this occurred.
  
  
  
  
  
  
  
  
  
  
4. Other comments.

Signature\_\_\_\_\_Date\_\_\_\_\_

Title and Organization\_\_\_\_\_

- Once completed and signed, **this form is to be submitted to the Construction Engineer**, at the following address:  
Montana Dept. of Transportation-Construction Bureau  
2701 Prospect Ave., PO Box 201001  
Helena, MT 59620-1001
- The Construction Bureau will research the complaint and compile a summary of findings.
- The findings will be distributed to all DCEs to ensure continual process improvements and uniformity.